

DEPARTMENT OF SOCIAL SERVICES

May 6, 2005

ALL-COUNTY INFORMATION NOTICE NO. I-20-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY STAFF DEVELOPMENT OFFICERS

FROM: CAROL SMITH
Manager, Staff Development Office

SUBJECT: **ANNUAL COUNTY TRAINING PLAN - FISCAL YEAR (FY) 2005-2006**

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

As you are aware, reimbursement of your county's staff development expenditures is subject to completion of an Annual Training Plan. Please complete your Annual County Training Plan by **August 1, 2005** to satisfy the Division 14 Staff Development Regulations requirements for FY 2005/2006.

We have maintained the same basic structure for the plan as in previous years. The plan is available on-line on the California Department of Social Services (CDSS) home page at: www.dss.cahwnet.gov/pdf/GEN1031.pdf. Please contact our office at 916-657-2017 if you would like a paper copy mailed to you.

Please complete the GEN 1031 form, print it, and file it in your office. After completing the GEN 1031, please sign the certification statement (page 16 of the GEN 1031) and mail or fax no later than August 1, 2005 to:

**CDSS, Staff Development Office
744 P Street, MS 15-73
Sacramento, CA 95814
or
Fax (916) 657-1727**

PART I: DEMOGRAPHIC INFORMATION

This section contains basic demographic information about your county as well as the staff development function. Please remember to list in items A and B the person(s) the county considers to be the key manager(s) of the staff development function. If any of this

information about the Staff Development Officer(s) changes during the year, please let us know so that we can keep your records updated.

As a reminder, salaries and benefits of trainers, first-line supervisors of trainers, training coordinators, and administrative and clerical support staff may be charged to the staff development cost pool only if the staff are assigned to the Staff Development Officer and the charges cover training activities. For those counties that do not have budgeted Staff Development Officers, the Manager of the State Department of Social Services' Staff Development Office (Carol Smith) may be considered the full-time Staff Development Officer. The county staff must perform or support the staff development activities identified in the County's Annual Training Plan.

For staff assigned to perform staff development training on a part-time basis, the appropriate portion of salaries and benefits may be charged to the staff development cost pool if the staff are included in the County's Annual Training Plan. For more information, please refer to the Staff Development Regulation, Manual of Policies and Procedures, Division 14, and the Staff Development Program Code Descriptions:
<http://www.dss.cahwnet.gov/getinfo/pdf/sdman.pdf>.

PART II: PROGRAM STATEMENT

This section contains your accomplishments, goals and objectives, a listing of your training contracts with institutions of higher education, your welfare automation training plans, and your long-term training plans.

This section is particularly important in helping us maintain an awareness of training plans, activities and needs at the county level. Please include any additional information not required in the format that would provide a better sense of staff development in your county.

PART III: CHILD WELFARE SERVICES TRAINING PROJECTIONS

This section asks you to estimate the amount of training you will provide in Child Welfare Services during FY 2005-2006, as well as describe some of the types of training you will be offering.

PART IV: TRAINING RECAP

This section provides statistics on county training activities for the prior 2004/2005 fiscal year.

All County Staff Development Officers
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Section A: "INSERVICE TRAINING" requires information on training developed, coordinated and conducted by the county welfare department or by a contracted instructor or training agency to meet the sole and specific needs of the welfare department. Please do not include university or college training arranged for your staff (report that in Section C). "Number of Classroom-Workshop Hours" refers to the length of the workshop (in hours).

For example, if ten participants (item 1) attend a four-hour workshop (item 2), the number of participant hours (item 3) is 40.

Section C: "UNIVERSITY/COLLEGE TRAINING" requires information on training arranged by contract with a university/college to provide training to Social Services' staff. This arrangement is similar to university training contracts focused on eligibility (Title IV-A university training contracts).

If you do not have statistics for Section D, "FOSTER PARENT TRAINING," you may either provide an estimate or leave the section blank. If you provide an estimate, please indicate "Estimate" on the form.

Please note that this last section contains your "Certification of Regulation Mandated Training." We have included the regulatory citations referenced in Division 14-520, 14-530, 20-005, 21-117, and 63-202 for your information, available at:
<http://www.dss.cahwnet.gov/getinfo/pdf/sdman.pdf>.

Please note: A signature is required to affirm certification.

If you have questions or wish to discuss any part of this year's plan, please contact Dennis Main at (916) 657-1982 or at Dennis.Main@dss.ca.gov